How to use an Automation template

This is how to use the automation pre-made templates in Mailvio.

Step 1: Login to your Mailvio account.
Step 2: Go to Automations. Depending on your account, you may have a couple or more automations.
Step 3: Click on Create Automation. Select what automation you'd like to create, choose Blank/Default or one of your Automation Templates.
Step4: Choose your trigger. There are a lot of triggers to choose from, select what works best for you.
Step 5: Put in your Email Subject, From Name, From Address and Reply Address. You can still edit the content by clicking on Edit Email Content.
Step 6: Click on Save.
Step 7: Go through the automation sequence, make sure to provide the important details for each step. Once satisfied with your entire sequence, click on Save and Exit on the upper right.
Step 8: By default, the status of your automation is in Draft. Make sure to make it active by going to your automation and click on Activate found at the upper right.

Congratulations! You have successfully finished the setup of an Automation template!

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